

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Arkansas State Office
Little Rock, Arkansas 72201

AR NOTICE BU-26

For: Non-Federal County Offices

FY 2002 Final County Office Administrative Non-Payroll Allotment

Approved by:

State Executive Director



1 PURPOSE

The purpose of this notice is to:

- Adjust the county office administrative allotments. See Exhibit 1..
- To remind counties to pay certain expenses prior to October 1, 2002.

2 INFORMATION

A Paying Expenses

No FY2002 funds may be carried over to FY2003. As such, counties are encouraged to pay certain expenses prior to October 1, 2002. These expenses include such items as:

- Load postage meters with up to a 6-month supply.
- Procure and pay for office supplies as necessary.
- Pay office space rental cost not otherwise due until October 1, 2002.
- Perform and pay for any necessary equipment maintenance.

Do not overspend your allotment. If additional funds are necessary, contact the Administrative Division immediately. Allotments are computed to fund each county with 100 percent of its estimated spending needs for FY 2002. Also, please advise if excess funds can be released back to the State Office.

Continued on next page

Disposal

October 1, 2003

Distribution

All County Offices

8/07/02

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2 INFORMATION
(Continued)

**B Caution Regarding
Excess Spending**

Do not violate any procurement procedure with regard to end-of-year purchases. For example, postage meters should be loaded with no more than an estimated 6-month supply of postage according to 5-AS, paragraph 196A. Supplies shall not be procured locally unless the price is equal to or less than the GSA price or the need is documented as urgent according to 28-AS, paragraph 40. Insure that all purchases conform to sound management principles.

3 ACTION

Take action as follows:

- Post the amount of the administrative allotment increases or decreases on the automated CCC-514, according to 115-FI (Rev. 5), paragraph 35.
 - Pay expenses on or prior to September 30, 2002, according to paragraph 2 within your allotment.
 - Follow any forthcoming instructions for closing FY-02 nonpayroll administrative expenses.
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ote: Refer to 115-FI (rev. 5) paragraph 94 for Transaction Codes. Correct coding on checks, as opposed to the general use of "OE", can be a major factor in determining the proper allotment for each State in the current and succeeding years.

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Exhibit 1

County	Prior Allocation	Increase/ (Decrease)	Current Allocation
Arkansas	60,000	-2,500	57,500
Ashley	32,000	11,000	43,000
Baxter	60,000	19,000	79,000
Boone	4,000	11,000	15,000
Bradley	32,000	20,000	52,000
Carroll	44,000	7,000	51,000
Chicot	44,000	7,000	51,000
Clark	24,000	9,900	33,900
Clay	4,000	17,000	21,000
Cleburne	44,000	13,000	57,000
Craighead	36,000	0	36,000
Crittenden	8,000	4,000	12,000
Cross	24,000	12,000	36,000
Desha	34,000	27,000	61,000
Drew	4,000	6,000	10,000
Faulkner	8,000	5,000	13,000
Franklin	14,000	4,100	18,100
Fulton	6,000	5,200	11,200
Greene	4,000	19,000	23,000
Hempstead	6,000	3,900	9,900
Hot Spring	30,000	38,500	68,500
Howard	22,000	19,000	41,000
Independence	16,000	1,000	17,000
Izard	20,000	22,000	42,000
Jackson	14,000	10,000	24,000
Jefferson	20,000	65,000	85,000
Johnson	6,000	5,400	11,400
Lafayette	24,000	21,000	45,000
Lawrence	30,000	32,000	62,000
Lee	8,000	3,600	11,600
Lincoln	6,000	8,800	14,800
Little River	12,000	9,200	21,200
Lonoke	58,000	11,000	69,000
Madison	18,000	16,100	34,100
Miller	28,000	11,000	39,000
Mississippi	36,000	47,000	83,000
Monroe	24,000	2,800	26,800
Ouachita	28,000	16,000	44,000
Phillips	18,000	1,000	19,000
Poinsett	46,000	15,000	61,000
Polk	50,000	6,400	56,400

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Exhibit 1

County	Prior	Increase/	Current
	Allocation	(Decrease)	Allocation
Pope	56,000	39,000	95,000
Prairie	48,000	21,000	69,000
Pulaski	40,000	14,500	54,500
Randolph	6,000	5,800	11,800
St. Francis	34,000	43,000	77,000
Saline	10,000	-7,500	2,500
Sharp	32,000	12,000	44,000
Van Buren	10,000	9,300	19,300
Washington	166,000	2,000	168,000
White	10,000	2,700	12,700
Woodruff	20,000	32,000	52,000
Total	1,394,000	727,200	2,121,200